



The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:



AFMIS Training

For the Administration and Subsistence Specialist

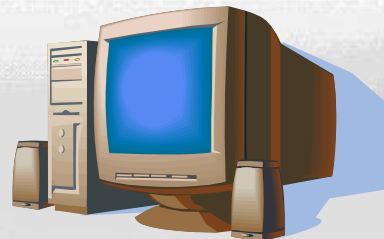
Presented By:
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www.quartermaster.army.mil/aces





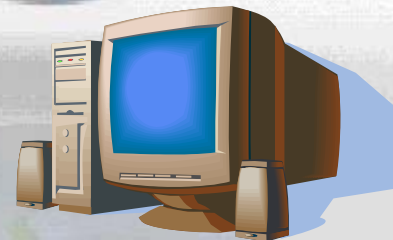
AFMIS

General AFMIS Administration

- General AFMIS Admin. Files
- Personnel
- Finance and Accounting
- Equipment Replacement
- Cook Status



When? As Needed / Quarterly





AFMIS General Administration - Tools

◆ Management Tools

- ✓ Dining Facility File Inquiry
- ✓ Key Personnel Inquiry
- ✓ FAO Data Inquiry
- ✓ Cook Status Inquiry



The SFOS should review and ensure these Files are correct and up-to-date.





AFMIS General Administration – Reports

• Management Reports

✓ Daily Batch Report

- File Updates

✓ Equipment Summary Report

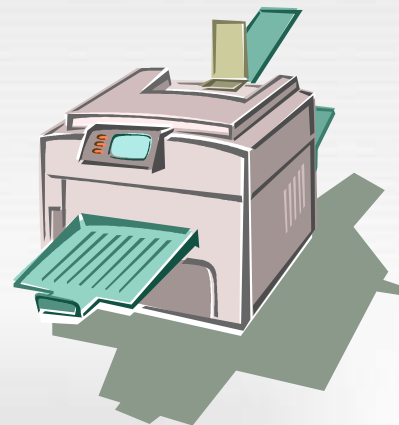
- Authorized – On Hand – Over/Short

✓ Equipment Inventory

- Detailed Report

✓ Cook Status Report

- Personnel Records





AFMIS General Administration - Process

Administration Files Processing

- ✓ Key Personnel Updates
- ✓ FAO Updates
- ✓ Equipment Replacement Processing
- ✓ Cook Status Processing



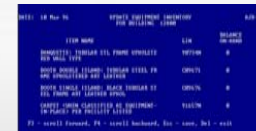
DF Personnel



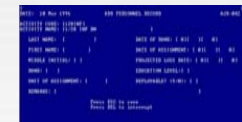
**Disbursing Office
Data**



Electrical / Mechanical



Equipment - Other



Cook Status

Click in Images to View Screens



Key Personnel

DATE: 10 Mar 96
ACT CODE: 128INF

PERSONNEL DATA INQUIRY

AJK-018

FOOD SERVICE OFFICER

NAME: JAMES A. WYLIE
RANK: CIU
TITLE: AREA MANAGER

FOOD SERVICE SERGEANT

NAME: BILLY GENE BROWN
RANK: CIU
TITLE: DINING FACILITY MGR

RESPONSIBLE COMMANDER

NAME: JAMES D. LEE
RANK: CIU
TITLE: PROJECT MANAGER

Do you wish to print this screen? Enter Y(es) or N(o)

Navigation

DFO Command Menu

HC Maintenance

File Maintenance

DF Personnel

Click

[To Return]

FAO Data

DATE: 10 Mar 96 FINANCE AND ACCOUNTING DATA INQUIRY AJK-021
ACT CODE: 128INF DISBURSING OFFICE DATA

ACTIVITY NAME: DEFENSE ACCOUNTING OFFICE STATION SYMBOL: 3153

DISBURSING OFFICER NAME: ROBERT C. TUTTLE, JR.
 RANK: LTC
 TITLE: DAO

TYPE OF OPERATION: GOUT OWNED GOUT OPERATED

MAXIMUM CASH ALLOWED AT DINING FACILITY: \$500.00

AUTHORIZED CHANGE FUND: 0.00

NEXT AVAILABLE VOUCHER NUMBER: 43

Do you wish to print this screen? Enter Y(es) or N(o)

Navigation

DFO Command Menu

HC Maintenance

File Maintenance

Disbursing Office Data

[Click](#)

[\[To Return\]](#)

Equipment - Mechanical

AJK-192

NSN: 7540-01-280-5500

ITEM NAME: THE SFC 0 HIGH SPEED LOW DRAG SOLAR TOASTER. 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CTA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MODEL NUMBER:

LIFE EXPECTANCY:

ENERGY SOURCE CODE:

REMARKS:

Navigation

DFO Command Menu

Batch

Equipment Replacement

Electrical / Mechanical

DFO Command Menu

Batch

Equipment Replacement

Electrical / Mechanical



[To Return]

Equipment - Other

DATE: 10 Mar 96

UPDATE EQUIPMENT INVENTORY
FOR BUILDING 12800

AJK-193

ITEM NAME	LIN	BALANCE ON-HAND
BANQUETTE: TUBULAR STL FRAME UPHOLSTE RED WALL TYPE	90734N	0
BOOTH DOUBLE ISLAND: TUBULAR STEEL FR AME UPHOLSTERED ART LEATHER	C09671	0
BOOTH SINGLE ISLAND: BLACK TUBULAR ST EEL FRAME ART LEATHER UPHOL	C09676	0
CARPET <WHEN CLASSIFIED AS EQUIPMENT- IN-PLACE> PER FACILITY LISTED	91657N	0

F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit

Navigation

DFO Command Menu

Batch

Equipment Replacement

Equipment Other

Click

[To Return]

Cook Status Process

```
[
DATE: 10 Mar 1996          ADD PERSONNEL RECORD          ]
ACTIVITY CODE: [128INF]
ACTIVITY NAME: [1/28 INF BN          ]
  LAST NAME: [          ]      DATE OF RANK: [ 0][  ][ 0]
  FIRST NAME: [          ]     DATE OF ASSIGNMENT: [ 0][  ][ 0]
  MIDDLE INITIAL: [ ]        PROJECTED LOSS DATE: [ 0][  ][ 0]
  RANK: [  ]                EDUCATION LEVEL:[ ]
  UNIT OF ASSIGNMENT: [          ]  DEPLOYABLE? (Y/N): [ ]
  REMARKS: [          ]
Press ESC to save
Press DEL to interrupt
```

Navigation

DFO Command Menu

Cook Status

“Menu Choices”

Click

[To Return]



AFMIS

Menu Planning / Processing

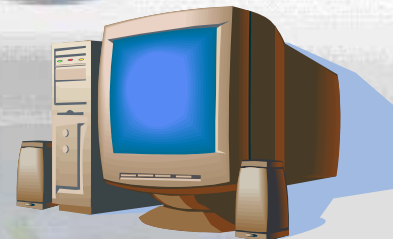
- Management Tools
- Management Reports
- Non-AFMIS Menu Checks
- Production Schedule Process
- Templates

Senior Food Operations
Sergeant Responsibilities



When? Up to 20 Days Out

Monday – Wednesday - Friday





Menu Planning and Processing - Tools

Management Tools

- ✓ Issue Frequency Schedule
- ✓ Menu Planning Checklist
- ✓ Account Status
- ✓ Fiscal Year Status



DATE: 18 Mar 96

ISSUE FREQUENCY SCHEDULE

AJX-308

SUBMISSION DATELINE	ISSUE DATE	REAL CONSUMPTION DATES
28 Feb	02 Mar	03 Mar 04 Mar
02 Mar	04 Mar	05 Mar 06 Mar 07 Mar
05 Mar	07 Mar	08 Mar 09 Mar
07 Mar	09 Mar	10 Mar 11 Mar
09 Mar	11 Mar	12 Mar 13 Mar 14 Mar
12 Mar	14 Mar	15 Mar 16 Mar

F3 - PAGE FORWARD F4 - PAGE BACK

Press ESC when finished

Issue Frequency
Schedule

DATE: 18 Mar 1996

CHECKLIST INQUIRY

AJX-415

Meal Date: 151100Z119961 Meal: 000

PRODUCTION SCHEDULE:

Initiated

Outlay menu printed

Production schedule printed

15 Mar 96

INTERIM SCHEDULE:

Initiated

State's menu printed

RECIPE ACQUISITION:

Initiated

Recipe acquisition printed

Press RETURN to continue process.

Menu Checklist

DATE: 18 Mar 1996

RFQ ACCOUNT STATUS

AJX-364

ACTIVITY CODE: 1800P

ACTIVITY NAME: 1/28 1st 3rd

CURRENT ACCOUNT STATUS

18 Mar 1996

1. BEGINNING INVENTORY (30 Jun 1996): \$33140.97

2. PURCHASES (ISSUED): \$0.00

3. TOTAL (Line 1 - Line 2): \$33140.97

4. CURRENT INVENTORY (Line 3 - Line 4): \$28796.31

5. ACTUAL EXPENSES (ORDERSHIPPED): \$4514.54

6. EARNINGS \$0.00

7. CURRENT STATUS (Line 5 - Line 6): \$4474.55 OVERSPENT

Press RETURN to Display Fiscal Year Status

Account Status

DATE: 18 Mar 1996

RFQ ACCOUNT STATUS

AJX-362

ACTIVITY CODE: 1800P

ACTIVITY NAME: 1/28 1st 3rd

FISCAL YEAR 1996 TO JUN

MONTH	DATE	UNDER SPENT	OVER SPENT
MAR	12/06/1995		\$2,816.96
DEC	12/31/1995		\$13,795.02
JAN	01/31/1996	\$4,062.00	
FEB	02/29/1996		\$400.84
MAR	03/31/1996		\$14,273.13
APR	04/30/1996		\$7,007.12
MAY	05/31/1996	\$11,080.51	
JUN	06/30/1996	\$1,457.26	
TOTAL		\$16,032.37	\$34,816.96

OVERSPENT

Press RETURN to Display Fiscal Year Status

Account Status
Fiscal Year

Click in Images to View Screens



Issue Frequency Schedule

DATE: 10 Mar 96

ISSUE FREQUENCY SCHEDULE

AJK-388

SUBMISSION
DEADLINE

ISSUE DATE

MEAL <CONSUMPTION> DATES

28 Feb	02 Mar	03 Mar 04 Mar
02 Mar	04 Mar	05 Mar 06 Mar 07 Mar
05 Mar	07 Mar	08 Mar 09 Mar
07 Mar	09 Mar	10 Mar 11 Mar
09 Mar	11 Mar	12 Mar 13 Mar 14 Mar
12 Mar	14 Mar	15 Mar 16 Mar

F3 - PAGE FORWARD

F4 - PAGE BACK

Press ESC when finished

Navigation

DFO Command Menu

Menu Production

Shop List Menu

Regular Shopping List

Click

[To Return]

Menu Planning Checklist

```
DATE:  10 Mar 1996                CHECKLIST INQUIRY                AJK-415

      Meal Date: [15][MAR][1996]      Meal:  LUN

PRODUCTION SCHEDULE:
  Initiated                          15 Mar 96
  Outside menu printed
  Production schedule printed

NUTRIENT ANALYSIS:
  Initiated
  Dieter's menu printed

KITCHEN REQUISITION:
  Initiated
  Kitchen requisition printed

Press RETURN . . . to continue process.
```

Navigation

DFO Command Menu

Menu Production

Meal Production Checklist

Click

[To Return]

Current Account Status

DATE: 10 Mar 1996
ACTIVITY CODE: 128INF
ACTIVITY NAME: 1/28 INF BN

DFO ACCOUNT STATUS

AJK-361

CURRENT ACCOUNT STATUS

10 Mar 1996
13:30:13

1.	BEGINNING INVENTORY	< 30 Jun 1996 >:	\$33140.87
2.	PURCHASES	<ISSUES>:	\$0.00
3.	TOTAL	<line 1 + line 2>:	\$33140.87
4.	CURRENT INVENTORY:		\$28706.31
5.	ACTUAL EXPENSES	<line 3 - line 4>:	\$4434.56
6.	EARNINGS	<HEADCOUNT>:	\$0.00
7.	CURRENT STATUS	<line 5 - line 6>:	\$4434.56 OVERSPENT

Press RETURN To Display Fiscal Year Status

Navigation

DFO Command Menu

Inquiries

Account Inquiry

Click

[To Return]

Account Status - FY

DATE: 10 Mar 1996

DFO ACCOUNT STATUS

AJK-362

ACTIVITY CODE: 128INF

ACTIVITY NAME: 1/28 INF BN

FISCAL YEAR 1996 TO JUN

MONTH	DATE	UNDER SPENT	OVER SPENT
NOV	11/30/1995	-----	\$2,835.85
DEC	12/31/1995	-----	\$13,985.02
JAN	01/31/1996	\$4,062.00	-----
FEB	02/29/1996	-----	\$600.84
MAR	03/31/1996	-----	\$14,371.13
APR	04/30/1996	-----	\$3,022.12
MAY	05/31/1996	\$11,102.51	-----
JUN	06/30/1996	\$1,657.86	-----
TOTAL		\$16,822.37	\$34,814.96

\$17,992.59
OVERSPENT

WHEN FINISHED VIEWING DATA, PRESS <ESC>

Navigation

DFO Command Menu

Inquiries

Account Inquiry

Press Return

Click

[To Return]



Management Tools - Continued

- ✓ Earnings and Expenditure Record
- ✓ Headcount Projections
- ✓ Headcount History
- ✓ Recipe Review

[illegible]

```
DATE: 10 Mar 1976
ACT CODE: 128100

HEADCOUNT PROJECTION INQUIRY
Projection period begins: 11/01/00011976.1

DATE          Mar 10   Mar 15   Mar 22
HEADCOUNT    0         0         0
LUNCH          0         100      550
FINGER        0         0         0

Press RETURN to continue or ESC to exit process.
```

```

DATE: 10 Mar 1981
CIC CODE: 13100
SEARCHING HISTORY (QUERY)
History period beginning: 1971/06/11/1974
A/E: 0

DATE      18  27  36  45  54  61  67
DEADLINE: Adjusted      775  800  800  800  800  800  800
           Actual       818  825  800  775  800  800  800
LATCH:    Adjusted      800  758  700  600  758  700  700
           Actual       875  771  475  758  758  758  758
BIMBER:   Adjusted      758  800  758  758  758  758  758
           Actual       758  800  758  758  758  758  758

Press RETURN to continue or ESC to exit process.

```

```

DATE: 10-Mar-96          RECIPE EXTENSION INQUIRY          A30
Recipe Number: 7883      Recipe Name: CHICKEN CASSEROLE
Recipe Category: 7883    Portion Size: 1.00
Recipe Unit: 1000        Portion Multiplier: 1000        Cost: 10.00

Item      Ingredients                                     Quantity and Unit of Measure
-----
1  OIL, CANOLA, 1/4 CUP                                2 CUPS
2  BROWN CANNED TOMATOES, 14.5 OZ                       14.5 OZ
3  TOMATO & OIL SAUCE, 82.5 OZ                          4 CUPS
4  PINEAPPLE SLICES, 1/2 CUP                             1/2 CUP
5  PEAS, UNCOOKED, 1/2 CUP                               1/2 CUP
6  MILK, 1.5 CUP                                          1.5 CUP
7  MILK, WHIP, 1/2 CUP                                  1/2 CUP
8  ICE CREAM, VANILLA, 1/2 CUP                           1/2 CUP
9  VANILLA ICE CREAM, 1/2 CUP                           1/2 CUP

Press F10 . . . when you finish viewing this recipe.

```

Click in Images to View Screens



Earnings & Expenditure

DATE: 10 Mar 96 EARNINGS AND EXPENDITURES RECORD FOR !!128INF!! AJK-535

Acct Pd: !Mar 96! Current Inv: ! \$28706.31!

BDFa: ! \$5.00!

BRK: ! \$1.00! LUN: ! \$2.00! DIN: ! \$2.00! BRN: ! \$2.25! SUP: ! \$2.75!

DT	DESC	ALW TOD	CUM ALW	PERISH	SEMIPER	TOT ISS	CUM TOT
!01!	!DUD!	! 0.00!	! 0.00!	! 784.34!	! 0.00!	! 784.34!	! 784.34!
!01!	!HC!	! 4357.00!	! 4357.00!	! 0.00!	! 0.00!	! 0.00!	! 784.34!
!02!	!DUD!	! 0.00!	! 4357.00!	! 903.18!	! 0.00!	! 903.18!	! 1687.52!
!02!	!HC!	! 4523.00!	! 8880.00!	! 0.00!	! 0.00!	! 0.00!	! 1687.52!
!02!	!ISS!	! 0.00!	! 8880.00!	! 10413.77!	! 2987.67!	! 13401.44!	! 15088.96!
!03!	!HC!	! 5001.00!	! 13881.00!	! 0.00!	! 0.00!	! 0.00!	! 15088.96!
!04!	!HC!	! 5074.00!	! 18955.00!	! 0.00!	! 0.00!	! 0.00!	! 15088.96!
!04!	!DUD!	! 0.00!	! 18955.00!	! 580.80!	! 0.00!	! 580.80!	! 15669.76!
!04!	!HCA!	! 1.00!	! 18956.00!	! 0.00!	! 0.00!	! 0.00!	! 15669.76!
!04!	!DUD!	! 0.00!	! 18956.00!	! 597.35!	! 0.00!	! 597.35!	! 16267.11!

! Press ESC . . . when you finish viewing this menu. !

Navigation

DFO Command Menu

Inquiries

Account Inquiry

Earnings & Expenditure

Click

[To Return]

Headcount Projections

DATE: 10 Mar 1996
ACT CODE: 128INF

HEADCOUNT PROJECTION INQUIRY

AJK-530

Projection period beginning: [10][MAR][1996]

DATE	Mar 10	Mar 15	Mar 22
BREAKFAST	0	0	800
LUNCH	0	100	550
DINNER	0	0	800

Press RETURN to continue or ESC to exit process.

Navigation

DFO Command Menu

Inquiries

Headcount Inquiry

Projected Headcount

Click

[To Return]

Headcount History

DATE: 10 Mar 1996
ACT CODE: 128INF

HEADCOUNT HISTORY INQUIRY

AJK-532

History period beginning: [10][MAR][1996]

DATES		10	07	06	05	04	03	02
BREAKFAST:	Adjusted		775	800	800	800	800	750
	Actual		810	825	800	795	805	800
LUNCH:	Adjusted		800	750	700	800	750	700
	Actual		875	725	635	750	725	680
DINNER:	Adjusted		725	800	750	750	750	750
	Actual		750	800	750	740	750	760

Press RETURN to continue or ESC to exit process.

Navigation

DFO Command Menu

Inquiries

Headcount Inquiry

Headcount History

Click

[To Return]

Recipe Review

DATE: 10 Mar 96

RECIPE EXTENSION INQUIRY

AJK-513

Recipe Number: L03000

Recipe Name: CREAMED GROUND BEEF

Portions: 100

Portion Size: 2/3 CUP

Portion Calories: 283

Portion Sodium: 808

Cost: \$0.25

Step	Ingredients	Quantity and Unit of Measure
1	ONIONS, YLW JUMBO	3 CUPS
1	BEEF GROUND, SOY	18 LBS
2	SOUP & GUY BASE BF #2 1/2	6 TBS
2	PEPPER BLACK 1 LB	1 TB
2	FLOUR, WHEAT 10#	1 1/2 QTS
2	SALT 5 LB BAG	3 TBS
3	MILK, DRY, NONFAT, 4#,#10	2 1/8 QTS
3	WATER, WARM	2 1/2 GALS
4	SCE WORCESTRSHIRE 5-10 OZ	2 TBS

Press ESC . . . when you finish viewing this recipe.

Navigation

DFO Command Menu

Inquiries

Recipes

Recipe Extension

Recipe Review - Instructions

DATE: 10 Mar 96

RECIPE INSTRUCTIONS

AJK-514

Recipe Number: **301401**

Recipe Name: **FITNESS BAR**

PREPARATION TIME: 30 MIN PRIOR TO SERVING TIME
START QUANTITY: SEE MANAGER
REPLENISH QUANTITY: AS NEEDED
TYPE OF PAN: SUITABLE PAN
LOCATION: ON COLD LINE OR FITNESS BAR.

SPECIAL INSTRUCTION: START WITH A SMALL AMOUNT, REPLENISH AS NEEDED,
SEE MANAGER FOR CERTAIN ITEMS TO BE USED IF NOT
ALL ITEMS. THIS FITNESS BAR MENU SHOULD NOT BE
SERVED WITH A REGULAR BREAKFAST, BUT TO REPLACE
THE REGULAR BREAKFAST.

Press ESC . . . when you finish viewing this recipe.

Navigation

DFO Command Menu

Inquiries

Recipes

Recipe Extension

Recipe Review - SOP

DATE: 10 Mar 96

RECIPE EXTENSION INQUIRY

AJK-513

Recipe Number: S01401

Recipe Name: FITNESS BAR

Portions: 100

Portion Size: S/S

Portion Calories: 70

Portion Sodium: 2

Cost: \$0.60

Step	Ingredients	Quantity and Unit of Measure
	COTTAGE CHEESE 5 LB	2 CO
	CHEESE AMERICAN PROC SL	5 LBS
	MILK SKIM 1/2 PT	96 CO
	YOGURT ASST'D 1/2 PT	96 CO
	BANANAS FRESH	25 LBS
	FRUIT COCKTAIL #10	4 CN
	EGGS SHELL DOM	8 DZ
	RAISINS #10	1 CN
	CEREAL, ROLL OATS, 18 OZ	4 CO
	TOMATOES FRESH	4 LBS

Press ESC . . . when you finish viewing this recipe.

Navigation

DFO Command Menu

Inquiries

Recipes

Recipe Extension

Click

[To Return]



✓ BOH Inventory Review

- Sensitive Items

✓ PV Orders Review (Screen)

✓ Projected Account Status

- Displays 8 Days Planned

BOH Inventory

PV Order Status

Projected Account Status

Click in Images to View Screens



BOH Inventory

DATE: 10 Mar 96
ACT CODE: 128INF

DINING FACILITY OPERATIONS DINING FACILITY INVENTORY REPORT

PCN AJK-PR1

NSN	ITEM NAME	U/I	U/P	BOH
8905-00-044-1854	PIG FEET	LB	.69	0
8905-00-044-1879	PORK HOCKS SMOKED	LB	.64	0
8905-00-080-5266	PASTRAMI, COOKED	LB	2.71	0
8905-00-080-5318	BRATWURST	LB	2.34	0
8905-00-080-5325	KNOCKWURST	LB	2.53	0
8905-00-080-5565	ITALIAN SAUSAGE, HOT	LB	1.59	0
8905-00-080-5656	ITAL SAUSAGE MARIE ROSA	LB	2.33	0
8905-00-080-5805	POLISH SAUSAGE	LB	1.59	40
8905-00-080-6007	CORNISH HEN	LB	1.43	66
8905-00-082-5733	FISH PORTIONS RAW BREADED	LB	2.52	0
8905-00-126-3416	CHICKEN WHOLE	LB	.80	0
8905-00-126-4062	PORK BUTT FZN SHOULDER	LB	.88	0
8905-00-126-8743	PORK SPARERIBS FZN	LB	1.49	0
8905-00-133-5886	OVEN ROAST, KNUCKLE	LB	1.60	410
8905-00-133-5887	POT ROAST, SHOULDER	LB	1.28	141

PAGE 1

Press RETURN to continue . . .

Navigation

DFO Command Menu

Inquiries

Inventory Inquiries

Inventory BOH

Click

[To Return]

Prime Vendor Inquiry - Status

DATE: 10 Mar 96

PRIME VENDOR INQUIRY RESULTS

AJK-906

RDD RANGE: 01 Mar 96 TO 10 Mar 96

NSN
8905-01-125-2288

ITEM NAME
CATFISH FILLET FROZEN

UI
LBUNIT PRICE
\$ 2.41

VENDOR

CUSTOMER ID
128INF

01 RDD
Mar 96

DOCUMENT NUMBER
W36N0Q63480037

STATUS
OS

QTY 50

DEPRESS ESCAPE KEY WHEN FINISHED VIEWING DATA

Navigation

DFO Command Menu

Inquiries

Prime Vendor Inquiry



[To Return]

Projected Account Status

```
DATE: 10 Mar 1996          PROJECTED ACCOUNT STATUS          AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[ $28706.31]

DATE      EXPEND      EXPEND      EARNINGS      EARNINGS      ACCOUNT STATUS
          TODAY      CUMULATIVE  TODAY      CUMULATIVE    DOLLAR
Cur Bal                [$326985.10]                [*****]      [ $4628.88]
[10] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[11] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[12] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[13] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[14] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[15] [  $123.83] [$327108.93] [  $200.00] [*****]      [ $4552.71]
[16] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]
[17] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]

Press ESC when finished
[
```

Navigation

DFO Command Menu

Menu Production

Shopping List Menu

Projected Acct. Status

Projected Acct. Status - Breakdown

```

DATE: 10 Mar 1996          PROJECTED ACCOUNT STATUS          AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[ $28706.31]

DATE      EXPEND      EXPEND      EARNINGS      EARNINGS      ACCOUNT STATUS
          TODAY      CUMULATIVE  TODAY      CUMULATIVE    DOLLAR

Cur Bal                [$326985.10]                [*****]      [ $4628.88]

[10] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[11] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[12] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[13] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[14] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[15] [   $123.83] [$327108.93] [   $200.00] [*****]      [ $4552.71]
[16] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]
[17] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]

Press ESC when finished
[
  
```

Expend Today

Portions on Production Schedule

Recipe Card / MIF / Unit Price



(Total Cost)

[To Return]

Earnings Today

Adjusted HC on Production
Schedule

BDFA for Meal

(Total Cost)

Use
These 2
Columns
Only



Menu Planning and Processing - Reports

❖ Management Reports

- ✓ Daily Batch Report
 - Recipe Updates – Menu Updates
- ✓ Prices Update Report
 - TISA Support
- ✓ PV Inquiry (Printed)
 - Check Orders Status
- ✓ Template Reports
 - Number – Description
- ✓ Master Menu
 - IFA Support





Menu Planning and Processing - Checks

❖ Non-AFMIS Menu Checks

- ✓ Residual Accountability
 - Incorporated Into Menus
- ✓ Training Curve Planning
 - Customer – Unit Support
- ✓ Participation Rate
 - Based on Meal Card Holders
- ✓ Utilization Rate
 - Based on Design Capacity
- ✓ Menu History
 - Popularity – Cost Effectiveness - Marketing





✓ Working Production Schedule

- Building Database – Mgmt. Tools

✓ Create Working Shopping List

- Costs – NIS Items – Recipe Conversion

✓ Projected Account Status

- Manual vs. Planned

Production Schedule

Shopping List

Projected Account Status

Click in Images to View Screens



Production Schedule Process

DATE: 10 Mar 1996

PRODUCTION SCHEDULE

AJK-402

Meal date: [20][MAR][1996]

Adjusted hdct: 500

Meal type: LUN Template No:

Serv Pd: 1130 - 1300

PREPARER	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
_____	P00101	BEEF BARLEY SOUP	1	0	\$0.03	0	0
_____	L01500	STEAK SMOTHERED W/ ONIO	2	0	\$1.26	0	0
_____	L11906	FISH AMANDINE	2	0	\$0.18	0	0
_____	E00500	STEAMED RICE	3	0	\$0.05	0	0
_____	Q02702	MEXICAN CORN	3	0	\$0.27	0	0
_____	Q04400	BAKED POTATOES	3	0	\$0.18	0	0
_____	M01200	COTTAGE CHEESE SALAD	4	0	\$0.73	0	0
_____	M04800	TOSSED VEGETABLE SALAD	4	0	\$0.08	0	0
_____	D03200	HARD ROLLS	5	0	\$0.05	0	0

Total meal cost: \$0.00

PRESS <ESC> WHEN FINISHED WITH SCREEN

Navigation

DFO Command Menu

Menu Production

Meal Planning

Maintain Production Sch.

Production Schedule Process

```
DATE: 10 Mar 1996          PRODUCTION SCHEDULE          AJK-402

Meal date: [20][MAR][1996]      Adjusted hdct: 500
Meal type: LUN    Template No:   Serv Pd: 1130 - 1300

PREPARER RECIPE NO    RECIPE NAME          CRS SEQ COST/PORT PORTIONS TIME
_____
P00101    BEEF BARLEY SOUP          1    0    $0.03
L01500    STEAK SMOTHERED W/ ONIO        2    0    $1.26
L11906    FISH AMANDINE                 2    0    $0.18
E00500    STEAMED RICE                  3    0    $0.05
Q02702    MEXICAN CORN                  3    0    $0.27
Q04400    BAKED POTATOES                3    0    $0.18
M01200    COTTAGE CHEESE SALAD          4    0    $0.73
M04800    TOSSED VEGETABLE SALAD        4    0    $0.08
D03200    HARD ROLLS                    5    0    $0.05

Total meal cost:                $0.00

PRESS <ESC> WHEN FINISHED WITH SCREEN
```

**Main Line
Only**

**Building a Production Schedule that uses the System
Creates Management Tools if used Correctly**

Production Schedule Process

```
DATE: 10 Mar 1996          PRODUCTION SCHEDULE          AJK-402

Meal date: [20][MAR][1996]      Adjusted hdct:      500
Meal type:  LUN   Template No:   Serv Pd: 1130 - 1300

PREPARER RECIPE NO    RECIPE NAME    CRS SEQ COST/PORT PORTIONS TIME
_____
P00101    B
L01500    S
L11906    F
E00500    S
Q02702    M
Q04400    B
M01200    C
M04800    TOSSED VEGETABLE SALAD    4
D03200    HARD ROLLS                5

Total meal cost:          $0.00

PRESS <ESC> WHEN FINISHED WITH SCREEN
```

Template Number
Or
_Blank = Master Menu

**Building a Production Schedule that uses the System
Creates Management Tools if used Correctly**

Production Schedule Process

DATE: 10 Mar 1996 PRODUCTION SCHEDULE AJK-402

Meal date: [20][MAR][1996] Adjusted hdct: 500
Meal type: LUN Template No: Serv Pd: 1130 - 1300

PREPARER	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
_____	P00101	BEEF BARLEY SOUP	1	0	\$0.03	0	0
_____	L01500	STEAK SMOTHERED W/ ONIO	2	0	\$1.26	0	0
_____	L11906	FISH AMANDINE	2	0	\$0.18	0	0
_____	E00500	STEAMED RICE	3	0	\$0.05	0	0
_____	Q02702	MEXICAN CORN				0	0
_____	Q04400	BAKED POTATOES				0	0
_____	M01200	COTTAGE CHEESE				0	0
_____	M04800	TOSSED VEGETAB				0	0
_____	D03200	HARD ROLLS				0	0
Total me							

PRESS <ESC> WHEN FINISHED WITH SCREEN

Course - POS
And
Sequence - Order

**Building a Production Schedule that uses the System
Creates Management Tools if used Correctly**

Production Schedule Process

DATE: 10 Mar 1996 PRODUCTION SCHEDULE AJK-402

Meal date: [20][MAR][1996] Adjusted hdct: 500
Meal type: LUN Template No: Serv Pd: 1130 - 1300

PREPARER	RECIPE NO	RECIPE NAME	CRS	SEQ	COST/PORT	PORTIONS	TIME
_____	P00101	BEEF BARLEY S				0	0
_____	L01500	STEAK SMOTHER				0	0
_____	L11906	FISH AMANDINE				0	0
_____	E00500	STEAMED RICE				0	0
_____	Q02702	MEXICAN CORN				0	0
_____	Q04400	BAKED POTATOE				0	0
_____	M01200	COTTAGE CHEES				0	0
_____	M04800	TOSSED VEGETABLE SALAD	4	0	\$0.08	0	0
_____	D03200	HARD ROLLS	5	0	\$0.05	0	0
Total meal cost:					\$0.00		

PRESS <ESC> WHEN FINISHED WITH SCREEN

Portions Only
SOP - Estimate
Meal Cost Accuracy

Evaluators ONLY Evaluate Final Production Schedule
This Process Creates a Tool YOU can USE

Production Schedule Process

DATE: 10 Mar 1996 PRODUCTION SCHEDULE SPECIAL INSTRUCTIONS AJK-403

Meal date: [15 Mar 1996] Meal type: [LUN]

Why?

(Use Progressive Cooking)

(Clean as You Go)

**Is this area being used for
“Effective” Communications?**

PRESS <ESC> WHEN FINISHED WITH THIS SCREEN

Shift Leader to Person Assigned Product

Vs.

Management to Shift Concerning Meal

Production Schedule Process

DATE: 10 Mar 1996

PRODUCTION SCHEDULE
PROCESS IS COMPLETE
FOR:

AJK-406

Meal date: [15 Mar 1996] Meal type: [LUN]

HOW MANY OF THE PRODUCTION SCHEDULE REPORT ARE REQUIRED
AT THIS TIME <0-5>: [0] "0" WILL NOT PRINT

HOW MANY OF THE KITCHEN REQUISITION REPORT ARE REQUIRED
AT THIS TIME <0-5>: [0] "0" WILL NOT PRINT

Created a Tool

PRINT the Production Schedule ONLY

Copies depend on size of Facility

[
Press RETURN after each entry.
Press <ESC> to exit process.

1

Typical Dining Facility - 15 to 20 Days Out

Create PS Completely – Portions (SOP = 1 / 0)

Fill in Times – Special Instructions

PRINT – Both Production Schedule and Kitchen Requisition

To Include: Dieter's Menu, Outside Menu, and Recipes

Production Schedule Process

Multiple Reports Printing

Build Database for Consumption Period

Print ALL Working Production Schedules by Day

No Kitchen Requisition is Printed



[\[To Return\]](#)

Shopping List - Working

DATE: 01 Mar 96

DINING FACILITY OPERATIONS
REGULAR SHOPPING LIST

AJK-384

SHOPPING LIST ISSUE DATE: 14 MAR SUBMISSION DATE: 12 Mar

CONSUMPTION DATES: 15 Mar 16 Mar

MEAL-SELECTION/REVIEW MUST BE PERFORMED PRIOR TO CREATING A
SHOPPING LIST.

Do you need to review consumption date menus <Y or N>?

Navigation

DFO Command Menu

Menu Production

Shop List Menu

Regular Shopping List



[To Return]

Projected Account Status

```
DATE: 10 Mar 1996          PROJECTED ACCOUNT STATUS          AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[ $28706.31]

DATE      EXPEND      EXPEND      EARNINGS      EARNINGS      ACCOUNT STATUS
          TODAY      CUMULATIVE  TODAY      CUMULATIVE    DOLLAR
Cur Bal                [$326985.10]                [*****]      [ $4628.88]
[10] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[11] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[12] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[13] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[14] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[15] [  $123.83] [$327108.93] [  $200.00] [*****]      [ $4552.71]
[16] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]
[17] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]

Press ESC when finished
[
```

Navigation

DFO Command Menu

Menu Production

Shopping List Menu

Projected Acct. Status

Projected Acct. Status - Breakdown

```

DATE: 10 Mar 1996          PROJECTED ACCOUNT STATUS          AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[ $28706.31]

DATE      EXPEND      EXPEND      EARNINGS      EARNINGS      ACCOUNT STATUS
          TODAY      CUMULATIVE  TODAY      CUMULATIVE    DOLLAR

Cur Bal                [$326985.10]                [*****]      [ $4628.88]

[10] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[11] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[12] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[13] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[14] [    $0.00] [$326985.10] [    $0.00] [*****]      [ $4628.88]
[15] [   $123.83] [$327108.93] [   $200.00] [*****]      [ $4552.71]
[16] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]
[17] [    $0.00] [$327108.93] [    $0.00] [*****]      [ $4552.71]

Press ESC when finished
[
  
```

Expend Today

Portions on Production Schedule

Recipe Card / MIF / Unit Price



(Total Cost)

[To Return]

Earnings Today

Adjusted HC on Production
Schedule

BDFA for Meal

(Total Cost)

Use
These 2
Columns
Only



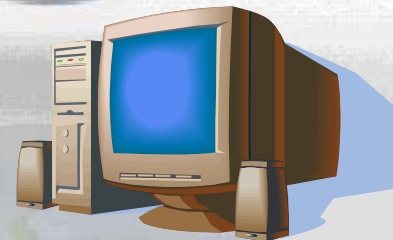
AFMIS

Subsistence Planning & Processing

- Management Checks
- Management Tools
- Subsistence Planning
- Subsistence Processing
- Subsistence Receipt



When? 2 to 4 Days Prior to Submission Date
Prior to “Finalizing” Production Schedules





Subsistence Planning & Process - Tools

❖ Management Tools

- ✓ Inventory BOH
 - Increased Inventory
 - Stock Piling - Liability
- ✓ Prime Vendor Orders Review
 - Orders Status
 - Increasing Inventory
 - Additional Orders
- ✓ Projected Account Status
 - Numerous Changes

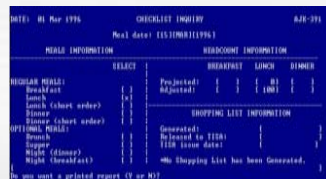




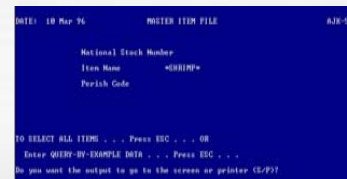
Subsistence Planning & Process - Planning

✦ Subsistence Planning

- ✓ Subsistence Checklist
- ✓ Master Item File Review / Research
 - U/I – U/P
 - Description – Pack / Pack Qty
 - Best Price
- ✓ PV Catalog
 - TISA MIF



Checklist



MIF

Click in Images to View Screens



Subsistence Checklist

DATE: 01 Mar 1996

CHECKLIST INQUIRY

AJK-391

Meal date: [15][MAR][1996]

MEALS INFORMATION

HEADCOUNT INFORMATION

	SELECT	BREAKFAST	LUNCH	DINNER
REGULAR MEALS:		Projected:	[0]	[]
Breakfast	[]	Adjusted:	[100]	[]
Lunch	[x]			
Lunch (short order)	[]			
Dinner	[]			
Dinner (short order)	[]			
OPTIONAL MEALS:		Generated:	[]	
Brunch	[]	Released to TISA:	[]	
Supper	[]	TISA issue date:	[]	
Night (dinner)	[]			
Night (breakfast)	[]			
[*No Shopping List has been Generated.		
Do you want a printed report (Y or N)?				

Navigation

DFO Command Menu

Menu Production

Shop List Menu

Checklist Inquiry

Click

[To Return]

MIF Review / Research

DATE: 10 Mar 96

MASTER ITEM FILE

AJK-527

National Stock Number

Item Name *SHRIMP*

Perish Code

TO SELECT ALL ITEMS . . . Press ESC . . . OR

Enter QUERY-BY-EXAMPLE DATA . . . Press ESC . . .

Do you want the output to go to the screen or printer (S/P)?

Navigation

DFO Command Menu

Inquiries

Master Item File

MIF Review / Research

```
DATE: 10 Mar 96          DINING FACILITY OPERATIONS          PCN AJK-PZ1
ACT CODE: 128INF        MASTER ITEM FILE REPORT

      NSN                ITEM NAME                U/I        U/P    PC
8905-00-582-4039        SHRIMP P & D TAIL          LB         8.83    P
8905-00-960-2303        SHRIMP BREADED RAW         LB         5.81    P

TOTAL ITEMS:    2
Press RETURN to exit process . . .

                                END PAGE    1
```

Navigation

DFO Command Menu

Inquiries

Master Item File

Click

[To Return]



Subsistence Planning & Process - Processing

✦ Subsistence Processing

- ✓ Update Shopping Lists - Send
 - Verify / Revise / Substitute
 - Print Additional
 - Delete if NOT Sending
 - Send BOTH



Shopping List

✦ Subsistence Receipt

- ✓ Prime Vendor Receipt Processing
 - Verify / Modify / Add
 - Send - WRITE
 - After Batch – Updates BOH

*** Final Production Schedule Process Begins From This Point ***



Shop List Processing

DATE: 10 Mar 96

AJK-383

=====

AVAILABLE SHOPPING LISTS FOR 14 Mar 1996
REVIEW & ADJUSTMENTS:

=====

ENTER SHOPPING LIST ISSUE DATE:

ENTER ISSUE DATE TO REVIEW OR ADJUST SHOPPING LIST <dd mmm yyyy>

Navigation

DFO Command Menu

Menu Production

Shopping List

“Type” to Update

Shop List Processing

```
DATE: 10 Mar 96      SHOPPING LIST REVIEW AND ADJUSTMENT      AJK-382
Issue Date: [03/14/1996]  [ PERISHABLE ]  Submission Date: [03/12/1996]

  TIIN      NIS      ITEM DESCRIPTION      U/I      UPR      QUANTITY
[3837910]  [ ]      [CREAM CHEESE LOAF      ]  [LB]  [ $1.21]  [ 1]
[9264926]  [*]      [LETTUCE FRESH        ]  [LB]  [      ]  [ 0]
[0888749]  [ ]      [APPLES EATING FRESH  ]  [LB]  [ $0.51]  [ 2]
[1268748]  [ ]      [BANANAS FRESH        ]  [LB]  [ $0.59]  [ 2]
[6160209]  [ ]      [GRAPES FRESH         ]  [LB]  [ $0.94]  [ 1]
[1268804]  [ ]      [ORANGES, US #1      ]  [LB]  [ $0.27]  [ 2]
[1278271]  [ ]      [PEACH, 2" UP         ]  [LB]  [ $0.52]  [ 2]
[1268805]  [ ]      [PEARS FRESH          ]  [LB]  [ $0.50]  [ 2]
[2528245]  [ ]      [POT, IDAHO 80 SZ     ]  [LB]  [ $0.38]  [ 42]
[5824059]  [ ]      [TOMATOES FRESH       ]  [LB]  [ $0.72]  [ 12]
[          ]          [                      ]          [          ]
PRESS <ESC> WHEN COMPLETE      TOTAL COST: [ $31.53]

[* <NIS>: THIS ITEM IS NOT AVAILABLE FOR ISSUE ]
```

Note NIS Items

Will Receive "Like" Item

Click

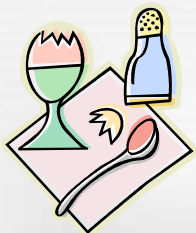
[To Return]



Menu Planning and Processing - Controls

❖ Menu / Subsistence Completion

- ✓ Subsistence Items are Received
- ✓ Items are Checked
- ✓ Verified to Match Planned Meals
- ✓ Production Schedule Process Completed
 - Breakdown Adjusted Headcount – Main / Short Order
 - Set SOP Items to Current Policy
 - Enter Preparation Times
 - Complete Special Instruction
 - PRINT – Production Schedule and Kitchen Requisition





Menu Planning and Processing - Controls

❖ Menu Management Controls – Cont.

- ✓ Create Additional Production Schedules
 - Production Areas – Corrective Training – OJT Program
- ✓ Create and Print Dieter's Menu
- ✓ Print Outside Menus
- ✓ Print Supporting Recipes
 - Multiple Reports
 - Prints Selected Recipe
 - Recipes are Converted
 - Preparation Standards
 - Ingredient Control
 - Portion Control





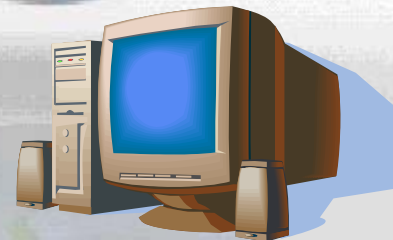
AFMIS

Inventory Planning & Processing

- Management Checks
- Management Tools
- Inventory Procedures
- Inventory Processing



When? Non-Issue Days
Tuesday - Thursday





Inventory Planning and Processing - Guidelines

❖ Management Checks

- ✓ Physical Counts
 - Ensure Items are “Physically Counted”
- ✓ Weekly All Items
 - Prior to Monthly
- ✓ BOH Inventory
 - DO NOT USE
- ✓ Cannot “Cancel” After “Finalize”
- ✓ Two Personnel
 - If Possible – FY Required
- ✓ Once “Started” - Complete

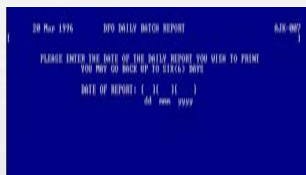




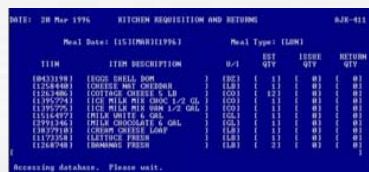
Inventory Planning and Processing - Checks

Management Tools / Procedures

- ✓ Daily Batch Report
 - Issues to BOH
- ✓ Kitchen Requisitions
 - Processed
- ✓ Transfers
 - Processed



Daily Batch



Kitchen Requisition



Transfers

Click in Images to View Screens



Daily Batch Process

```
[ 20 Mar 1996          DFO DAILY BATCH REPORT          AJK-007
                                     ]
PLEASE ENTER THE DATE OF THE DAILY REPORT YOU WISH TO PRINT
      YOU MAY GO BACK UP TO SIX(6) DAYS
DATE OF REPORT: [ 11    11    ]
                  dd  mm  yyyy
```

Navigation

DFO Command Menu

Batch



[To Return]

Kitchen Requisition

DATE: 20 Mar 1996

KITCHEN REQUISITION AND RETURNS

AJK-411

Meal Date: [15][MAR][1996]

Meal Type: [LUN]

TIIN	ITEM DESCRIPTION	U/I	EST QTY	ISSUE QTY	RETURN QTY
[0433198]	[EGGS SHELL DOM] [DZ]	[1]	[0]	[0]
[1258440]	[CHEESE NAT CHEDDAR] [LB]	[1]	[0]	[0]
[1263406]	[COTTAGE CHEESE 5 LB] [CO]	[12]	[0]	[0]
[1395774]	[ICE MILK MIX CHOC 1/2 GL] [CO]	[1]	[0]	[0]
[1395775]	[ICE MILK MIX VAN 1/2 GAL] [CO]	[1]	[0]	[0]
[1516497]	[MILK WHITE 6 GAL] [GL]	[1]	[0]	[0]
[2991346]	[MILK CHOCOLATE 6 GAL] [GL]	[1]	[0]	[0]
[3837910]	[CREAM CHEESE LOAF] [LB]	[1]	[0]	[0]
[1173358]	[LETTUCE FRESH] [LB]	[1]	[0]	[0]
[1268748]	[BANANAS FRESH] [LB]	[2]	[0]	[0]

[
Accessing database. Please wait.

Navigation

DFO Command Menu

Meal Production

Maintain Kit. Req.

Click

[To Return]

Inventory Transfers

TRANSFERS : **A** B C D R X
DF to DF

DATE: 10 Mar 96

TRANSFERS MENU

AJK-424

----- Press F8 for Help -----

- A - DF TO DF
- B - TURN-IN TO TISA
- C - DF TO UNIT
- D - UNIT TO DF
- R - RETURN TO DFO COMMAND MENU
- X - EXIT FROM DFO PROCESSING

Navigation

DFO Command Menu

Transfers

DF to DF Transfer

```
DATE: 10 Mar 1996          DINING FACILITY OPERATIONS          AJK-465
ACT CODE: 128INF          INVENTORY MANAGEMENT
                           CREATE DINING FACILITY TO DINING FACILITY TRANSFER

TRANSFER NUMBER: 0001          TRANSFER DATE: 10 MAR 1996
ENTER THE ISSUE TO ACT CODE:      <DD  MMM  YYYY>

ENTER THE TIIN AND QUANTITY FOR ALL SUBSISTENCE ITEMS TO BE TRANSFERRED:

                           TIIN          QUANTITY
                           -
                           -
                           -
                           -
                           -
                           -
                           -

After QUANTITY, press RETURN to continue or ESC to complete input.
```

Buddy System

Not a “Good” Practice

DF and Unit Transfers

DATE: 10 Mar 1996
ACT CODE: 128INF

DINING FACILITY OPERATIONS
INVENTORY MANAGEMENT
TRANSFER COMPLETIONS

AJK-473

* THE PHYSICAL TRANSFER HAS TAKEN PLACE AND *
* THE 3161 HARD COPY HAS BEEN SIGNED. *

ENTER TRANSFER NUMBER: []

ENTER THE TRANSFER DATE: [] [] []
DD MMM YYYY

Acceptable values are U001 through U999

Internal

DF to Unit – Never Use

Unit to DF – Not Authorized

DF to Unit – Never Use

Unit to DF – Not Authorized



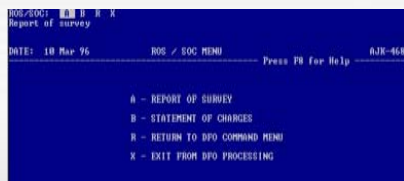
[To Return]



Inventory Planning and Processing - Checks

Management Tools / Procedures

- ✓ Report of Survey / Statement of Charges
 - Processed - TISA
- ✓ Prime Vendor Receipts - Status
 - Processed – Dining Facility
 - Processed - TISA
- ✓ Sensitive Items Check
 - Percent Deviation Report
 - Disposition of Subsistence



ROS / SOC

ITEM NAME	ITEM	PERCENT DEVIATION	SELECT
CRISPER, PKT BND SUN	725.4382		
CHERRY PIE, PROZEM	889.8438		
CHICKEN CHICK	985.5128	100.00	
CHICKEN FILLET	114.1457	27.11	
CHICKEN FILLET 3 OC BND	999.4147		
CHICKEN MUGGET	491.7206		
CHICKEN QUARTERED	126.3416	0.00	
CHICKEN WHOLE			

Percent Deviation



ROS / SOC Process

ROS/SOC: **A** B R X
Report of survey

DATE: 10 Mar 96

ROS / SOC MENU

AJK-468

----- Press F8 for Help -----

- A - REPORT OF SURVEY
- B - STATEMENT OF CHARGES
- R - RETURN TO DFO COMMAND MENU
- X - EXIT FROM DFO PROCESSING

Navigation

DFO Command Menu

ROS / SOC



[To Return]

Disposition of Subsistence

DATE: 10 Mar 96

DISPOSITION OF SUBSISTENCE SELECT ITEMS

AJK-431

ITEM NAME	TIIN	PERCENT DEVIATION	SELECT
CATFISH, FLT BRD SOU	375-4382		
CHERRY PIE, FROZEN	E09-0438		
CHICKEN CUT/UP	965-2128	100.00	
CHICKEN FILLET	114-1457	-29.11	
CHICKEN FILLET 3 OZ BRD	113-8489		
CHICKEN NUGGET	999-4147		
CHICKEN QUARTERED	491-7208		
CHICKEN WHOLE	126-3416	0.00	

PRESS ESCAPE WHEN SELECTION IS COMPLETE

* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION
Enter X to select item. Press ESCAPE when entry is complete.

Navigation

DFO Command Menu

Inquiries

Inventory Inquiry

Disposition of Subsistence

Click

[To Return]



Inventory Planning and Processing - Processing

Inventory Processing

✓ Print Count Sheet

- Activity Only

✓ Physical Counts

- Actual Counts – No BOH

✓ Enter Counts

- Do Not Reconcile

✓ Print Recount Sheets

- Do the RESEARCH

✓ Enter Recounts

- “New Counts” will be New BOH after “Finalize”

✓ Finalize Inventory



Inventory Selections



Inventory Process



Inventories - Menu

INVENTORY: **A** B C R X
Weekly

DATE: 20 Mar 96

INVENTORY MENU

AJK-426

----- Press F8 for Help -----

- A - WEEKLY
- B - MONTHLY
- C - CANCEL INVENTORY
- R - RETURN TO DFO COMMAND MENU
- X - EXIT FROM DFO PROCESSING

Navigation

DFO Command Menu

Inventory

Click

[To Return]

Inventory Process

WEEKLY INVENTORY: **A** B C D E R X
Print count sheets

DATE: 20 Mar 96

WEEKLY INVENTORY MENU

AJK-458

----- Press F8 for Help -----

- A - PRINT COUNT SHEETS
- B - ENTER COUNTS
- C - ENTER RECOUNTS
- D - FINAL INVENTORY: <PHYSICAL INVENTORY MUST BE COMPLETE>
- E - PRINT LAST WEEKLY INVENTORY REPORT
- R - RETURN TO WEEKLY INVENTORY ITEMS MENU
- X - EXIT FROM DFO PROCESSING

Follow the Steps

Most Missed Steps

Recount Sheets

Research Discrepancies

Click

[To Return]



AFMIS

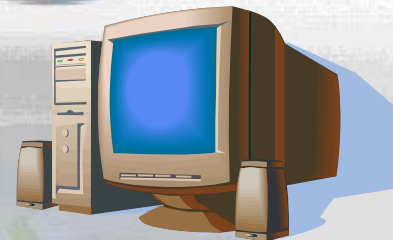
Headcount Planning & Processing

- Management Tools
- Management Reports
- Headcount Processing



When? Daily

POS – Download End of Every Meal

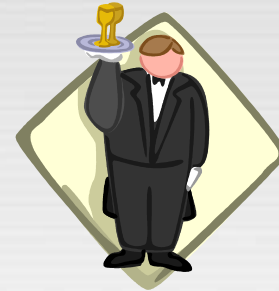




Headcount Planning and Process - Guidelines

❖ Management Guidelines

- ✓ No Batch Process
 - Current Account Status
- ✓ Batch Process
 - Earnings and Expenditure Record
- ✓ Adjustments to Headcount
 - Prior to Account Closing
- ✓ Accuracy
- ✓ Unable to Download Headcount





Headcount Planning and Processing - Tools

Management Tools

- ✓ Current Day / Cash Collected
 - Per Day Cumulative
- ✓ Monthly HC / Cash Collected
 - Start of Account to Current Date - Cumulative
 - Cash Verification

BIRMINGHAM FACILITY OPERATIONS								
HEADCOUNT/CASH COLLECTED DATA INQUIRY								AJR-819
DATE: 20 Mar 1976								
ACT CODE: 1211M								
MEAL DATE: 15 Mar 1976								
	GR	PD	HEADCOUNT	GR	GR	FOOD COST	OPN FUNDS	
BREAKFAST:								
LUNCH:	1	0	0	2	0	\$2.25	\$0.50	
DINNER:								
SUPPER:								
NIGHT MEAL (B):								
NIGHT MEAL (C):								
To Exit the screen, press ESCAPE								
Press F2 to scroll backward; F4 to scroll forward								

Current Day

DATE: 20 Mar 1976 MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY										AJR-826
ACT CODE: 1211M CURRENT CASH ON HAND										
FOOD COST: \$79.25 OPN FUNDS: \$0.50										
CURRENT MONTH										
	HEADCOUNT					CASH COLLECTED				
	TOTAL	GR	PD	FOH	OPN	OPN	TOTAL	FOH COST	OPN FUNDS	
BREAKFAST:	4825	2910	1925	0	0	0	\$0.00	\$0.00	\$0.00	
LUNCH:	422	2340	2040	0	2	0	\$2.25	\$2.25	\$0.50	
DINNER:	4550	2410	2140	0	0	0	\$0.00	\$0.00	\$0.00	
SUPPER:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
NIGHT MEAL (B):	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
NIGHT MEAL (C):	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
NIGHT MEAL:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
Do you wish to print this screen? Enter Yes or No										

Monthly HC



Daily Headcount

```

                                DINING FACILITY OPERATIONS
DATE: 20 Mar 1996      HEADCOUNT/CASH COLLECTED DATA INQUIRY      AJK-019
ACT CODE: 128INF

MEAL DATE: 15 Mar 1996

                                ----- HEADCOUNT -----
                                SIK      PD      FAO      SMR      DMR      FOOD      OMA
                                COST      FUNDS

BREAKFAST:
LUNCH:      1      0      0      2      0      $2.25      $0.50
DINNER:
BRUNCH:
SUPPER:
NIGHT MEAL (B):
NIGHT MEAL (D):

                                To Exit the screen, press ESCAPE
                                Press F3 to scroll backward; F4 to scroll forward

```

Navigation

DFO Main Menu

Headcount Maintenance

File Inquiry



[To Return]

Monthly Headcount

DATE: 20 Mar 1996 MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY

AJK-026

ACT CODE: 128INF

CURRENT CASH ON HAND

FOOD COST: \$78.25

OMA FUNDS: \$0.50

CURRENT MONTH

	HEADCOUNT						CASH COLLECTED			
	TOTAL	SIK	PD	FAO	SMR	DMR	TOTAL	FD COST	OMA	FUNDS
BREAKFAST:	4835	2910	1925	0	0	0	\$0.00	\$0.00	\$0.00	
LUNCH:	4393	2346	2045	0	2	0	\$2.75	\$2.25	\$0.50	
DINNER:	4550	2410	2140	0	0	0	\$0.00	\$0.00	\$0.00	
BRUNCH:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
SUPPER:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
NIGHT BRK:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	
NIGHT DIN:	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	

Do you wish to print this screen? Enter Y(es) or N(o)

Navigation

DFO Main Menu

Headcount Maintenance

File Inquiry

Click

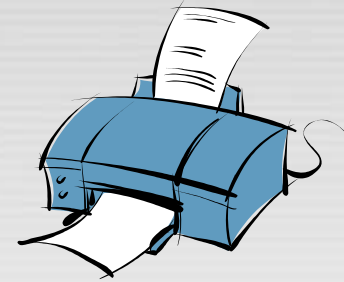
[To Return]



Headcount Planning and Processing - Reports

❁ Management Reports

- ✓ Daily HC Report
 - 3 Day Report
- ✓ Headcount by Meal
- ✓ Automated Headcount Report
- ✓ FY Cash / Serial Number Report



```
REPORTS: A B C D E H X
AHC Headcount Report
DATE: 20 Mar 96 REPORTS MENU Press F8 for Help AJK-023

A - DAILY HEADCOUNT REPORT
B - REPRINT HEADCOUNT / CASH COLLECTED REPORT
C - REPRINT CASH TURN-IN VOUCHER REPORT
D - AHC HEADCOUNT REPORT
E - RETURN TO HEADCOUNT MAINTENANCE MENU
X - EXIT FROM RPO PROCESSING
```

Reports Menu



Headcount Reports Menu

REPORTS: A B C **D** R X
AHC Headcount Report

DATE: 20 Mar 96

REPORTS MENU

AJK-033

----- Press F8 for Help -----

- A - DAILY HEADCOUNT REPORT
- B - REPRINT HEADCOUNT / CASH COLLECTED REPORT
- C - REPRINT CASH TURN-IN VOUCHER REPORT
- D - AHC HEADCOUNT REPORT
- R - RETURN TO HEADCOUNT MAINTENANCE MENU
- X - EXIT FROM DFO PROCESSING

Navigation

DFO Main Menu

Headcount Maintenance

Reports



[To Return]



Headcount Planning and Processing - Processing

Headcount Processing

✓ Headcount / Cash Collected

- Import - Adjustments

✓ Cash Collection

- Cash Voucher
- Closing Cash Voucher

✓ Reset Voucher Numbers

```
OPTION: BUDGET/HEADCOUNT/ALG SCREEN NEXT MENU PRINT REPORT RETURN
RETURN TO THE AC CALLER TO ENTER ADJUSTMENTS FOR THIS MENU.
DATE: 20 Mar 1976 HEADCOUNT/CASH COLLECTED FILE MAINTENANCE AGR-012
MENU DATE: 15 MAR 1976 MENU TYPE: LAN
ACTIVE ARMY 1 NOIC 0
ACTIVE US AIR FORCE 0 US NAVY RESERVES 0
ACTIVE US NAVY 0 AIR NATIONAL GUARD 0
ACTIVE US MARINES 0 US MARINE RESERVES 0
ALLIED NATIONALS 0 AIR FORCE RESERVES 0
ARMY 0 OTHERS 0
ARMY 0 NOIC 0
US ARMY (CHP) 1 PRO ACTION 0
TOTAL SIX HEADCOUNT 1
CASH HUPPET A LA CARTE PAYROLL DEDUCTION 0
STANDARD 1 1 STANDARD DISCOUNT 0
DISCOUNT 0 0
TOTAL HEADCOUNT 3
```

Headcount / Cash

```
CASH COLLECTION ENTRY FORM AGR-013
DINING FACILITY CASH TURN-IN VOUCHER NO: 43
DATE: 20 Mar 1976
DESCRIPTION PURPOSE AMOUNT
PREPARED GARRISON FOOD COST $79.25
CASH INHETL. ALLOT. $0.00
ADJUSTMENT OF OVERAGE $0.00 OR SHORTAGE < $0.00
FIELD OPERATIONS FOOD COST $0.00
CASH INHETL. ALLOT. $0.00
ADJUSTMENT OF OVERAGE $0.00 OR SHORTAGE < $0.00
PERIOD OF CASH TURN-IN: FROM 1 11 11 TOTAL CASH TURN-IN
TURN-IN INCLUDES SHEETS 1 TO 1 11 11
VOUCH NO.
```

Cash Voucher

```
DATE: 20 Mar 76 AGR-013
***** WARNING *****
This menu selection is to be executed only at PDCAL post and
after all headcount/cash turn-in, maintenance, transfers and
substitute turn-ins for the old year are completed, and before
any of these actions for the new PDCAL year are entered.
The process results the serial numbers for your cash turn-in,
maintenance, transfers and substitute turn-ins. The PDCAL
Cash and Serial Number Report is produced from this process.
It must be retained for 24 months.
Press RETURN to continue process or press DEL to cancel.
```

Reset



Headcount / Cash Collected

```
OPTIONS:  HEADCOUNT SCREEN  ALC SCREEN  NEXT MEAL  PRINT REPORT  RETURN
RETURN TO THE HC SCREEN TO ENTER ADJUSTMENTS FOR THIS MEAL

DATE:  20 Mar 1996  HEADCOUNT/CASH COLLECTED FILE MAINTENANCE  AJK-012

    MEAL DATE:  15  MAR  1996  MEAL TYPE:  LUN

ACTIVE ARMY 1 ROTC 0
ACTIVE US AIR FORCE 0 US NAVY RESERVES 0
ACTIVE US NAVY 0 AIR NATIONAL GUARD 0
ACTIVE US MARINES 0 US MARINE RESERVES 0
ALLIED NATIONS MEALS 0 AIR FORCE RESERVES 0
ARNG 0 OTHERS 0
USAR 0 MRE 0
US ARMY <MAP> 0 FAO ACTION 0
      TOTAL SIK HEADCOUNT 1

CASH  BUFFET  A LA CARTE  PAYROLL DEDUCTION
STANDARD 1 1 STANDARD 0
DISCOUNT 0 0 DISCOUNT 0
      TOTAL HEADCOUNT 3
```

Navigation

DFO Main Menu

Headcount Maintenance

Files Maintenance

Headcount / Cash Collected

DATE: 03/20/1996 POS HEADCOUNT/CASH COLLECTED FILE MAINTENANCE AJK-066
MEAL DATE: 15 MAR 1996 MEAL TYPE: LUN
MEAL OVER/SHORT AMOUNT: \$0.00
CLASSIFICATION HEADCOUNT TOTAL AMOUNT FOOD COST OPERATING EXPENSE
SMR 1 0.00 \$0.00 \$0.00
DMR
P/D SMR
P/D DMR
CLASSIFICATION HEADCOUNT ADJUSTMENT AMOUNT ADJUSTMENT ADJUSTED HEADCOUNT ADJUSTED AMOUNT
SMR
DMR
P/D SMR
P/D DMR
O/S
PRESS ESCAPE WHEN DATA ENTRY IS COMPLETE

Adjustments

Headcount

Cash Amounts

Headcount / Cash Collected

DATE: 03/20/1996 POS HEADCOUNT/CASH COLLECTED FILE MAINTENANCE AJK-067
MEAL DATE: 15 MAR 1996 MEAL TYPE: LUN
MEAL OVER/SHORT AMOUNT: \$0.00

CLASSIFICATION	HEADCOUNT	TOTAL AMOUNT	FOOD COST	OPERATING EXPENSE
SMR	1	0.00	\$0.00	\$0.00
DMR	0	0.00	\$0.00	\$0.00
P/D SMR	0	0.00	\$0.00	\$0.00
P/D DMR	0	0.00	\$0.00	\$0.00

TRANSACTION DATE	ADJUSTMENT	SOURCE	TYPE	HEADCOUNT	AMOUNT
03/17/1996	N	dfo1	SMR	1	\$0.00

Adjustments

Transactions

Until Account is Closed

Click

[To Return]

Cash Collection Voucher

CASH COLLECTION ENTRY FORM		AJK-014	
DINING FACILITY CASH TURN-IN VOUCHER NO: 43			
DATE PREPARED	DESCRIPTION	PURPOSE	AMOUNT
20 Mar 1996	GARRISON	FOOD COST	\$78.25
	OMA	INSTL. ALLOT.	\$0.50
	ADJUSTMENT OF OVERAGE	\$0.00 OR SHORTAGE <	\$0.00 >
	FIELD OPERATIONS	FOOD COST	\$0.00
	OMA	INSTL. ALLOT.	\$0.00
	ADJUSTMENT OF OVERAGE	\$0.00 OR SHORTAGE <	\$0.00 >
PERIOD OF CASH TURN-IN:		TOTAL CASH TURN-IN	
TURN-IN INCLUDES SHEETS		FROM [][][] TO [][][]	
BOOK NO.			

Navigation

DFO Main Menu

Headcount Maintenance

Files Maintenance

Voucher Close-Out

DATE: 20 Mar 1996

CASH TURN-IN FILE MAINTENANCE

AJK-029

THE FOLLOWING INFORMATION IS ON FILE FOR THE PREVIOUSLY ENTERED VOUCHER NUMBER:

VOUCHER NUMBER : 42
MEAL COST : \$118.75
OMA INSTL. ALLOT. : \$0.00
DATE GENERATED : 04 Mar 1996

ENTER THE FOLLOWING INFORMATION:

FINANCE AND ACCOUNTING VOUCHER NUMBER:

DATE OF TURN-IN: [][][][]

PRESS <ESC> AFTER ALL DATA HAS BEEN ENTERED

Close the Loop

Ensure Vouchers are
Closed-Out



[To Return]

Reset Numbers

DATE:20 Mar 96

AJK-013

```
*****
*
*
*      * * * * * W A R N I N G * * * * *
*
*   This menu selection is to be executed only at FISCAL year-end
*   after all headcount, cash turn-ins, inventories, transfers and
*   subsistence turn-ins for the old year are completed, and before
*   any of these actions for the new FISCAL year are entered.
*   The process resets the serial numbers for your cash turn-ins,
*   inventories, transfers and subsistence turn-ins. The PY End
*   Cash and Serial Number Report is produced from this process.
*   It must be retained for 24 months.
*
*****
```

Press RETURN to continue process or press DEL to cancel.

Navigation

DFO Main Menu

Headcount Maintenance

Files Maintenance

Click

[To Return]



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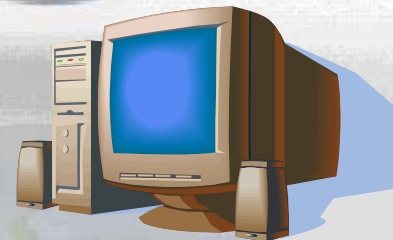
Summary

- General AFMIS Administration
- Menu Planning and Processing
- Subsistence Planning and Processing
- Inventory Planning and Processing
- Headcount Planning and Processing



Remember:

Correct Steps and Procedures = Efficient System





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